

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ACCOUNT CLERK

DEFINITION:

Under general supervision, to perform accounting clerical work using standard accounting principles and procedures within a double entry financial accounting system and related subsidiary systems; to post, reconcile, and balance financial transactions of the accounting system; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Account Clerks post, balance, and reconcile financial transactions which impact more than one ledger or account; independently identify error conditions and determine changes needed to restore all affected accounts to the correct balance; reconcile the work that they perform or generate; and spend a majority of their time utilizing elementary accounting principles and procedures to interpret and pre-audit source documentation and analyze financial reports for accounting accuracy. Incumbents in other clerical classes compile statistical records; account for office supplies and petty cash; initiate requests for Direct Payment; extend invoices; type purchase orders; initiate receiving reports; prepare billings to other agencies for services; and perform other duties which do not meet the criteria of the Account Clerk class.

*** EXAMPLES OF DUTIES:**

- Performs a variety of clerical accounting tasks involved in maintaining the accounting records of the financial accounting system and/or subsidiary systems such as accounts receivable, accounts payable, appropriation accounting, trust accounting, cost accounting, fixed asset accounting, and/or capital project accounting;
- Sorts, verifies, batches and files financial documents;
- Posts by hand, machine, or, through direct on-line or batch mode, computer input to control accounts, subsidiary ledgers, and registers;
- Determines whether prescribed procedures have been followed;
- Identifies discrepancies and takes required corrective action;
- Locates and traces coding and posting errors;
- Reports unexplained discrepancies to superiors;
- Answers inquiries from the public and other operating departments;
- Operates adding machines, calculators, typewriters, bookkeeping machines and computer terminals as required.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of experience recording financial or payroll transactions in a double entry financial accounting system; **OR** completion of 9 semester/15 quarter units in accounting; **OR** completion of an accounting or bookkeeping curriculum at a recognized business college.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.